

Personnel

Payroll  
Regulations

Work Schedules

**POLICY:**

- .01 The Laboratory's normal business hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. Work schedules, as defined in this policy, are set by Laboratory management and may be modified at any time. An employee's work schedule is defined by the starting and ending time of the workday, the starting and ending times of rest periods (if any, see [.03](#)) and meal periods, and the number of days the employee is required to work in each workweek. Employees must work their assigned schedules. Failure to abide by this policy may result in disciplinary action, up to and including termination of employment.

**Workweeks**

- .02 Over a two-week period, the regular work schedule for Laboratory employees, referred to as a 9/80 schedule, will be either Schedule A or B as described below, beginning on the first day of a pay period.

Day(s)	Schedule A	Schedule B
Monday-Thursday	9 hours	9 hours
Friday	Off	8 hours
Saturday-Sunday	Off	Off
Monday-Thursday	9 hours	9 hours
Friday	8 hours	Off
Saturday-Sunday	Off	Off

An employee who requests to do so is permitted to work a 5 day, 40-hour schedule, referred to as a 5/40 schedule. With division-level approval, managers may assign employees to a compressed schedule of 4 ten-hour days (4/10 schedule) when such a schedule is necessary for programmatic or operational reasons. Work schedules for part-time employees may be established by reducing the number of hours worked per day or the number of days worked per pay week.

**EXCEPTIONS:** In rare cases where an organization cannot otherwise provide required services during normal business hours, or when required for programmatic, safety, or security reasons, a manager may request an exception to

## **Work Schedules**

[.02](#) in order to assign an employee to either the 9/80 or 5/40 schedule. Approval of the Director for Human Resources (DHR) is required.

<b>Rest Period for Nonexempt Employees</b>	.03	A rest period is paid rest time for a nonexempt employee not exceeding 15 minutes once during the first half and once during the second half of a basic workday, but not at the beginning or end of a workday and not immediately preceding or following the lunch break. Time not taken for a rest period cannot be accumulated for later use. Rest periods are granted at the discretion of the supervisor, who may grant an additional rest period during a shift of more than 9 hours.
<b>Meal Breaks for Nonexempt Employees</b>	.04	Any work schedule of 6 hours or more for a nonexempt employee must include a meal period of at least 30 minutes in which the employee is substantially relieved of all job duties. Meal periods are not considered time worked nor are they considered time in pay status.
<b>Workday</b>	.05	Managers and supervisors may vary the starting and quitting times for employees.
<b>Schedule Deviation</b>	.06	A manager may make a temporary change in a nonexempt employee's established work schedule to adjust for holidays or to otherwise maintain a 40-hour workweek.
<b>Personal Reschedule</b>	.07	A nonexempt employee may request an occasional schedule change that would permit an absence of up to 4 hours per workweek without being charged leave. The employee must make up the time absent by working an equivalent amount of time during the same workweek.
<b>Limitation on Hours</b>	.08	The Laboratory cannot require or allow any employee to work more than 16 hours in a 24-hour period, except in an emergency.

## Work Schedules

### Limitation on Schedule Changes

- .09 The minimum period for which an employee can be assigned to any of the work schedules described in [.02](#) is two pay periods. No more than 4 changes to the assigned work schedule may be made in a calendar year. There is no limit on the number or duration of changes in the starting or ending time of the employee's workday or meal period.

**NOTE:** In addition to the four changes permitted above, a manager may approve an additional schedule change when an employee changes positions.

### APPROVAL:

- .10 **Division-level** — Approval of the cognizant division-level manager is required when a group-level manager initially proposes to establish a 4/10 schedule in his or her organization. This approval authority must not be delegated.
- .11 **Group-level** — The group-level manager is the approval authority for assignment to any of the three work schedules described in [.02](#). This approval authority must not be delegated.
- .12 **Supervisor** — The immediate supervisor approves changes in the starting or ending times of the employee's workday or meal period, including schedule deviations (*see* [.06](#)) and personal reschedules (*see* [.07](#)). The immediate supervisor also approves rest periods. *See* [.03](#).

### WORKING AT HOME:

#### Definition

- .13 A work-at-home assignment is any period of time when the employee is in paid work status and has been authorized by the manager to work at the personal residence or another location of the employee's choosing. The following are examples of work-at-home assignments:

An employee is assigned to complete a project on overtime and is permitted to perform the overtime work at his or her home,

An employee is permitted to work at home for 1 or more days to complete a specific project with a minimum of interruptions,

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## Work Schedules

An employee is permitted to work at home part-time for a brief period while recuperating from an immobilizing illness or injury.

- .14 Work-at-home assignments are of a temporary duration and are not intended to replace the employee's primary work location at the Laboratory.

### Approvals

- .15 **Exempt Employees** – These employees are permitted to work at home with prior approval from line management.

- .16 **Nonexempt Employees** – These employees should not be allowed to work at home unless

Line management determines that it is in the best interest of the work unit and the Laboratory,

The manager approves in advance the number of hours to be worked at home and the work products to be delivered,

The employee is required to maintain a detailed record of all time worked at home and to submit this information to his or her manager on a weekly basis, and

The employee is paid for all time worked at the residence, including any overtime worked. *See [AM 304](#).*

### Discipline

- .19 Nonexempt employees who claim hours worked at home without advance approval and proper documentation of time worked and products delivered are subject to disciplinary action up to and including termination.

- .20 Managers who knowingly permit nonexempt employees to work at home without appropriate approvals (*see [.16](#)*) are subject to disciplinary action up to and including termination.

## Work Schedules

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### PROCEDURES:

These procedures effective until further notice.
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#### Schedule Deviation

- .21 *Examples* — A schedule deviation is typically made in situations including, but not limited to, the following:
- The supervisor knows in advance that a nonexempt employee will be required to work more than the usual number of hours on a specific day or days. The supervisor may change the employee's schedule to work fewer hours on other days in the same workweek to maintain a 40-hour workweek;
  - A nonexempt employee is required to work more than the usual number of hours on a specific day or days and requests and receives permission to work fewer hours on other days in the same workweek in lieu of accruing overtime;
  - A holiday falls on a day when an employee would normally have worked more than 8 hours. Because only 8 hours are recorded for the holiday (*see* [AM 305](#)), the employee's work schedule is changed to include additional hours of work on another day in the same workweek to maintain a 40-hour workweek.

#### Time and Effort Reporting

- .22 For cost accounting purposes, exempt employees record the number of hours of work performed on the day the work is actually performed, up to a maximum of 40 hours in a work week. Nonexempt employees record the actual number of hours worked on the day the work is performed.